

2019 VOCA TRAINING

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UTAH OFFICE FOR VICTIMS OF CRIME



Purpose of RFP Training:

- ▶ **To understand the VOCA program and its guidelines**
- ▶ To enhance the quality of grant applications
- ▶ **To eliminate applications which do not meet VOCA eligibility requirements**
- ▶ To familiarize you with the grant application
- ▶ **To highlight application changes and new requirements**
- ▶ To provide information on our knowledge of Federal VOCA funding



Meet our Staff

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- ▶ Tallie Viteri-Assistant Director-Victim Assistance Program
- ▶ Dale Oyler-VOCA Program Manager
- ▶ Amy Dorsey-Lead VOCA Grant Analyst
- ▶ Vickie Bushman-VOCA Grant Analyst
- ▶ Melissa Wayment-VOCA Grant Analyst
- ▶ Moriah Pease-VAWA Program Manager
- ▶ Hilde Koenig-Outreach Program Specialist
- ▶ Jennifer Menteer-Grants Management System Support
- ▶ Rachelle Hill-Training Coordinator
- ▶ Lynsey Stock-Auditor

Training Outline (Cedar City and Moab)

8:30-10:30- 2019-2021 VOCA RFP Overview

10:30-11:30- Certified Assurances & Civil Rights Requirements

11:30-1:00- Lunch (on your own)

1:00-2:30-Breakouts

2:45-4:15-Grant Management System and Application

Training Outline (South Jordan)

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Breakouts Overview

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- ▶ Certified Assurances/Grant Conditions and Civil Rights Requirements (Required)
- ▶ Program Specific Breakouts
- ▶ How to fill out the VOCA Application
- ▶ How to login to and maneuver in the Grants Management System
- ▶ Question and Answer

History of VOCA and Current Accomplishments

What is VOCA?

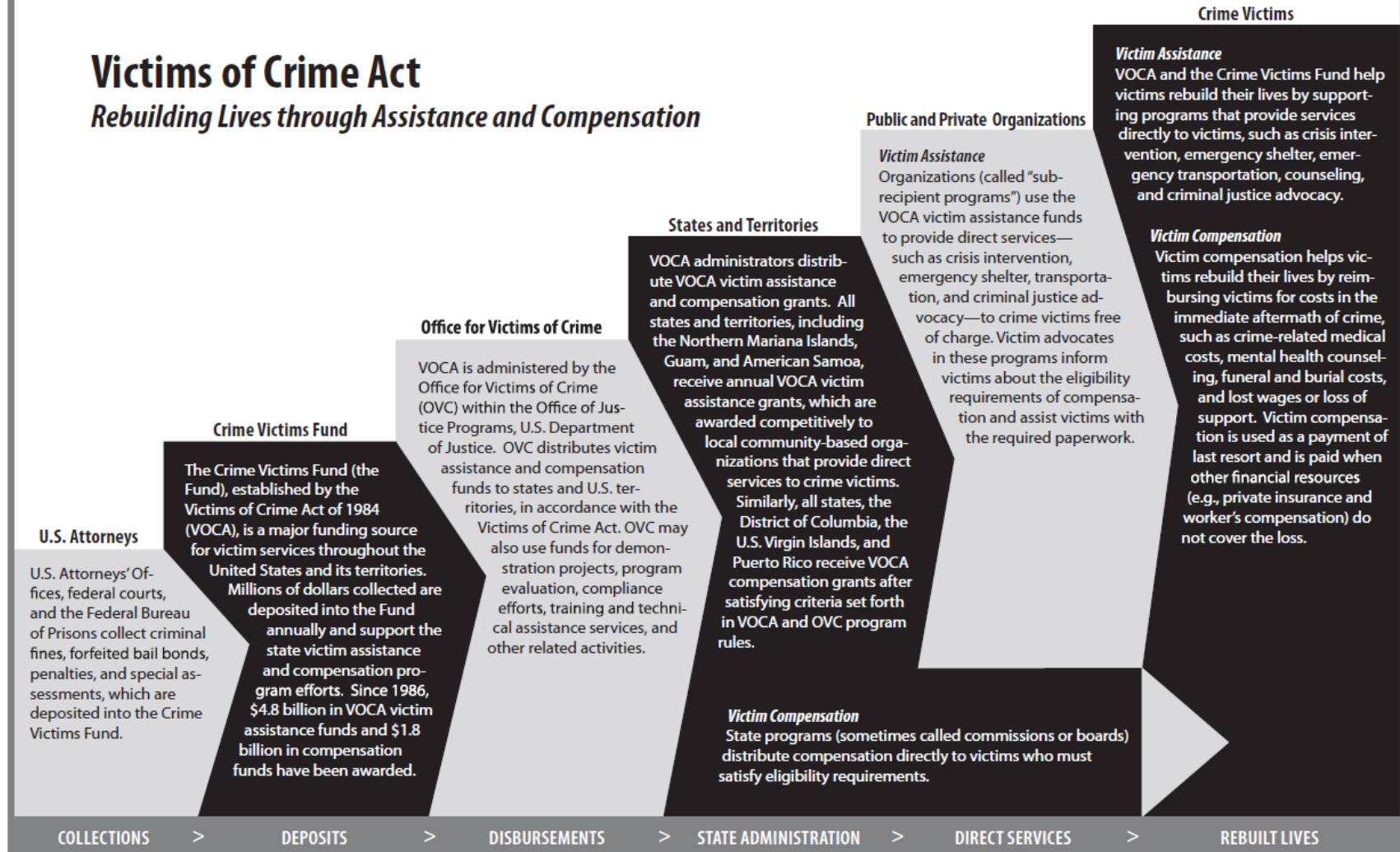
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- ▶ The Victims of Crime Act of 1984 (VOCA) is federal legislation aimed at helping victims of crime and established the Crime Victims Fund to compensate crime victims.
- ▶ The fund is financed by fines and penalties by convicted federal offenders, not from tax dollars.



Victims of Crime Act

Rebuilding Lives through Assistance and Compensation



Office for Victims of Crime
OVC
"Putting Victims First"

THE NATIONAL CENTER FOR
Victims of Crime
www.ncvc.org • 1-800-FYI-CALL

Sponsored by: U.S. department of Justice ★ office of Justice programs ★ office for Victims of crime

The General Purpose of VOCA Funding:

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To assist public and private non-profit agencies in providing services to victims of crime. VOCA victim assistance funding is also utilized to develop new programs in underserved victim populations and geographic areas or to enhance successful programs.



Authority

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- ▶ The "Victims of Crime Act of 1984" (P.L. 98-473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.) The final rule updated August 8, 2016 codified and updated the existing VOCA Victim Assistance Program Guidelines to reflect changes in OVC policy, needs of the crime victim services field, and VOCA itself. (Federal Register/Vol 81, No 131; 28 CFR Part 94)
- ▶ The Utah Office for Victims of Crime is the State Administering Agency (SAA)

2017-2018 Annual Report Data

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- ▶ From October 1st, 2017 to September 30th, 2018 (covered portions of two grant cycles) 140 contracts were issued to 95 agencies that served a total of 94,927 victims of crime.
- ▶ During that time period the following services were provided to crime victims:
 - ▶ Information about the criminal justice process (31,206)
 - ▶ Information about victim rights and how to obtain notifications (33,080)
 - ▶ Individual advocacy about public benefits, return of personal property (15,110)
 - ▶ Crisis intervention (17,170)
 - ▶ Hotline/crisis line counseling (10,431)
 - ▶ Support groups (5,839)
 - ▶ Emergency shelter or safe house (29,440)
 - ▶ Civil legal assistance in obtaining protection or restraining order (4,078)
 - ▶ Individual counseling (5,764)

2019-2021 VOCA Award:
\$51,000,000.00

2018-2019 VOCA Funding Category Amounts*

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Category	18-19 Award	19-21 Projections	% Increase
Underserved Populations	\$1,914,527.14	\$4,500,000	17.52%
Legal Services	\$2,004,222.14	\$4,500,000	12.26%
Domestic Violence Programs	\$3,999,055.11	\$8,500,000	6.28%
Sexual Assault Programs	\$1,486,796.73	\$5,000,000	68.15%
CJ System Victim Advocates	\$5,634,435.26	\$13,000,000	15.36%
Child Abuse and Treatment	\$2,823,377.04	\$7,000,000	23.97%
Housing	\$2,593,393.90	\$7,000,000	34.96%
Outreach/Awareness	\$0	\$1,500,000	n/a
TOTAL	\$20,455,807.32	\$51,000,000	24.66%

**Category amounts are at the discretion of UOVC Victim Assistance Program and UOVC Board of Directors and may be adjusted as needed.*

Funding Priorities

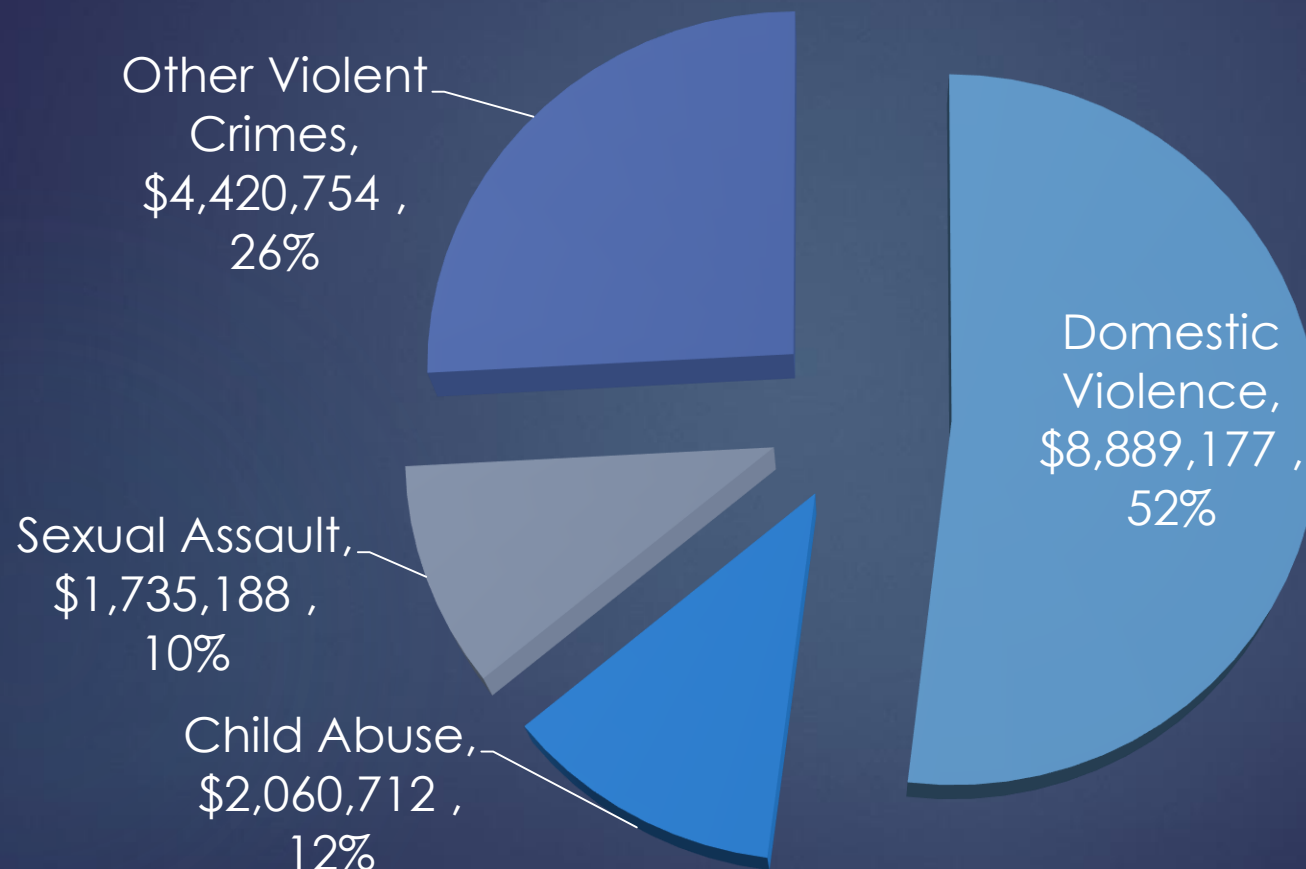
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- ▶ State Administering Agencies (UOVC) shall allocate a minimum of ten percent of each year's VOCA grant to each of the three priority categories of victims which include victims of-
 - ▶ Sexual Assault,
 - ▶ Spousal Abuse, and
 - ▶ Child Abuse
- ▶ State Administering Agencies shall allocate a minimum of ten percent of each year's VOCA grant to underserved victims of violent crime.

2017-2018 VOCA Funding Breakdown

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Total funds: \$17,105,831



2019-2021 VOCA Funding Categories: Underserved Populations

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- ▶ Amount allocated: \$4,500,000
- ▶ Category description: programs whose primary mission is to provide services to crime victims in underserved populations (e.g. LGBTQI+, people with disabilities, polygamist communities, tribal nations)



2019-2021 VOCA Funding Categories: Legal Services

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- ▶ Amount allocated: \$4,500,000
- ▶ Category description:
programs whose primary
purpose is to provide legal
services to victims of crime



2019-2021 VOCA Funding Categories: Domestic Violence Programs

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- ▶ Amount allocated: \$8,500,000
- ▶ Category description: programs whose primary purpose is to provide services to victims of domestic violence (e.g. shelter, crisis hotline, etc.)



2019-2021 VOCA Funding Categories: Sexual Assault Programs

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- ▶ Amount Allocated: \$5,000,000
- ▶ Category description: programs whose primary purpose is to provide services to victims of sexual assault (i.e. rape crisis programs, sexual assault set-aside grants)



2019-2021 VOCA Funding Categories: Criminal Justice System Victim Advocates

- ▶ Amount allocated: \$13,000,000
- ▶ Category description: victim advocacy programs that are established within the criminal justice system (i.e. law enforcement and prosecutor offices) on the local and the state levels



2019-2021 VOCA Funding Categories: Child Abuse and Treatment

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- ▶ Amount allocated: \$7,000,000
- ▶ Category description: Programs whose primary purpose is to provide services to victims of child abuse (i.e. children's justice centers, family support centers, CASA) and/or programs whose primary purpose is to provide mental health treatment services to any and all victims of crime



2019-2021 VOCA Funding Categories: Housing

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- ▶ Amount allocated: \$7,000,000
- ▶ Category description: Designated for community and government agencies to provide Survivor Driven Housing assistance to survivors of all crime types. Each agency would be allowed to apply for up to \$250,000 per year for collaborative programs or \$150,000 per agency for personnel, rental assistance, emergency housing and other emergency assistance.



2019-2021 VOCA Funding Categories: Outreach/Awareness

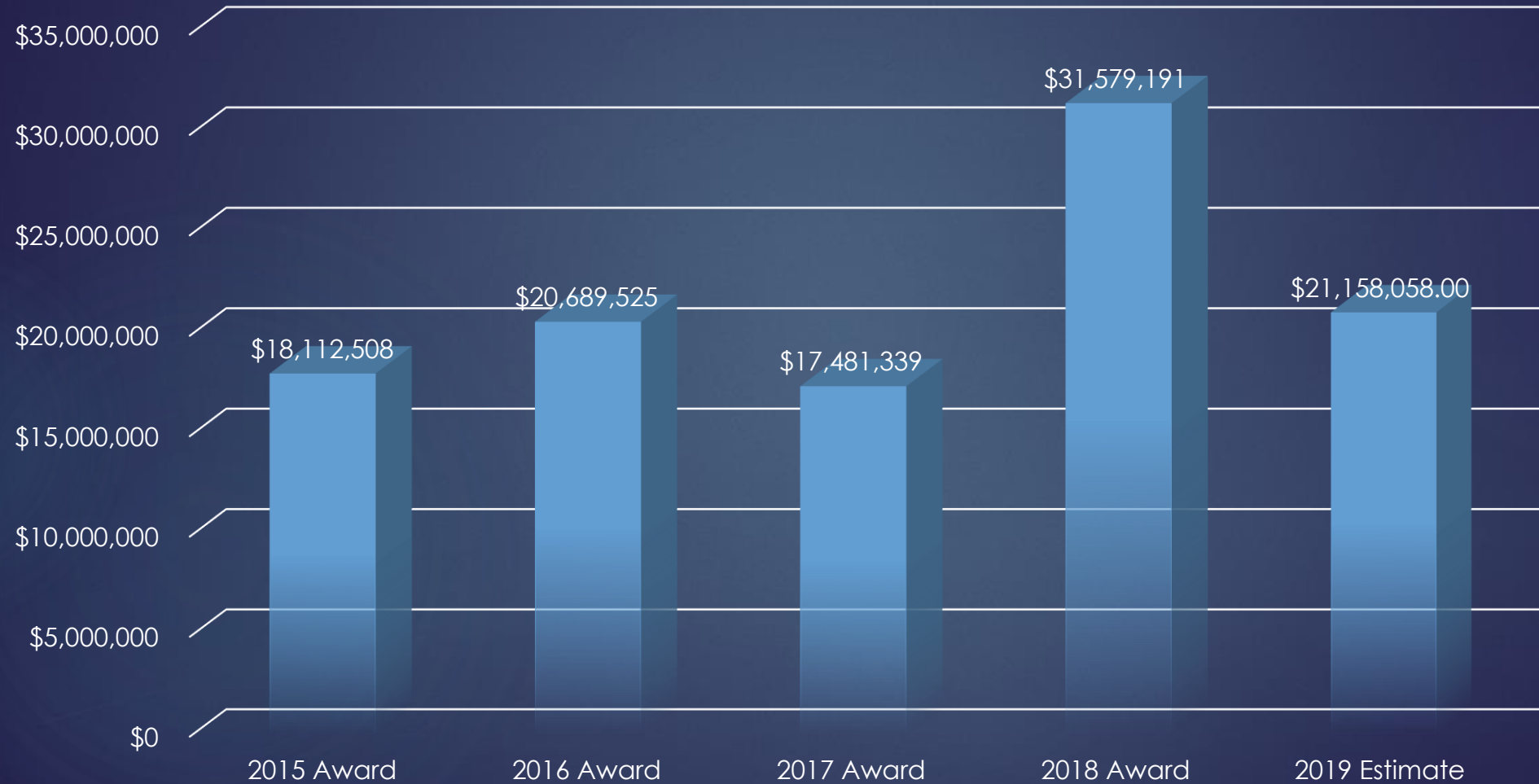
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- ▶ Amount allocated: \$1,500,000
- ▶ Category description:
Designated for programs that wish to either promote general awareness of a certain crime or promote general awareness of crime victimization to a certain population or both.



VOCA Funding History

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Priority Areas for Funding

(should there be reductions...)

- ▶ Priority Area #1
 - ▶ Maintaining core victim services;
 - ▶ Maintaining baseline services for victims of: sexual assault, domestic violence, child abuse, and underserved victims of violent crime
- ▶ Priority Area #2
 - ▶ Housing Programs
- ▶ Priority Area #3
 - ▶ Outreach/Education programs;
 - ▶ Emergency Funds for crime victims;
 - ▶ Equipment;
 - ▶ National travel/trainings

Important: Write this down

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► Application Technical Assistance:

- When: Tuesday, March 19, 2019 (Walk-in hours 9:00 AM – 4:00 PM)
- When: Wednesday, April 3, 2019 (Walk-in hours 9:00 AM – 4:00 PM)



Where: UOVC – (2nd Floor) 350 East 500 South, Salt Lake City

Why: To provide you technical assistance for the new online application

Call for Grant Reviewers

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- ▶ We are expecting approximately 200 applications for VOCA funding
- ▶ Each application will need to pass through a peer review
- ▶ We are in need of approximately 40-50 individuals to serve as Subject Matter Expert (SME) Reviewers
- ▶ For anyone interested in serving as an SME Reviewer; please fill out the form on UOVC's website by April 4, 2019 and we will contact you

Intent to Submit

For those agencies who anticipate submitting a grant application for the 2019-2021 program year, you will need to fill out the Intent to Submit Form which can be found on UOVC's website no later than:

Thursday, April 4, 2019.



2019-2021 VOCA RFP TIMELINE

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ACTION	DATE
2019 Grant application available at the UOVC website: www.crimevictim.utah.gov	Tuesday, February 26, 2019
Application Technical Assistance-Walk-in Days	Tuesday, March 19, 2019 Wednesday, April 3, 2019
Intent to Submit Due, SME Reviewer Application Due	Thursday, April 4, 2019
APPLICATION DUE	THURSDAY, APRIL 11, 2019
Grant Review	May-June 2019
Award recipients notified	Friday, June 21, 2019
Grant revisions	June-July 2019
2019-2021 VOCA Grant Year Begins	July 1, 2019

VOCA ELIGIBILITY REQUIREMENTS

SUBGRANTEE ELIGIBILITY REQUIREMENTS

CRIME VICTIM CATEGORIES AND SERVICES DEFINITIONS

VOCA Subgrantee Eligibility Requirements

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1. Must be a public or a non-profit organization or a combination thereof which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to crime victims, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources;
3. Meet program match requirements. Match requirements are a minimum of 20%, cash or in-kind, of the total VOCA project (VOCA grant plus match). The match for a Native American tribe/organization, located on a reservation, is 5% cash or in-kind, of the total VOCA project (VOCA grant plus match).

4. Demonstrate that 25-50% of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing effective services

VOCA Subgrantee Eligibility Requirements

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5. Utilize volunteers
6. Follow the VOCA non-discrimination provisions
7. Promote within the community served, coordinated public and private efforts to aid crime victims
8. Assist victims in seeking available crime victim compensation benefits
9. Provide services to victims of Federal crimes on the same basis as State crime victims
10. Provide services at no charge, through the VOCA funded project.

VOCA-ELIGIBLE EXPENSES

ALLOWABLE COSTS, ADMINISTRATIVE COSTS,

OTHER RELATED ALLOWABLE COSTS, NON-ALLOWABLE COSTS

VOCA Allowable Costs

(for more information please see instructions)

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- ▶ **Immediate health and safety:**

- ▶ Crisis intervention and hotline services
- ▶ Safety planning
- ▶ Accompaniment to hospitals for medical examination
- ▶ Emergency food, clothing, transportation, childcare, rent, shelter, and limited medical costs **(may request up to \$5,000 per year per agency)**
 - ▶ Medical Costs: Costs of the following, on an emergency basis (i.e. when Crime Victims Reparations, the victim's health insurance plan, Medicaid, or other health care funding source is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime)) Non-prescription and prescription medication, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses) and other healthcare items are allowed

VOCA Allowable Costs

(for more information please see instructions)

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- ▶ **Personal advocacy and emotional support:** identifying needs, case management, identifying resources, therapy
 - ▶ **Mental health counseling**
 - ▶ **Peer support**
- ▶ **Facilitation of participation in the criminal justice system:** court accompaniment, assistance with victim impact statements, assistance with compensation/restitution, notification of criminal justice system events

VOCA Allowable Costs

(for more information please see instructions)

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- ▶ **Legal services:** civil legal services where the need arises as a direct result of the victimization; emergency protective orders-see instructions for more information
- ▶ **Forensic Medical Evidence Collection Examinations** (see instructions)
- ▶ **Forensic Interviews** (see instructions)
- ▶ **Transportation:** for victims to receive services and participate in criminal justice proceedings
- ▶ **Services to incarcerated individuals** (see instructions)

VOCA Allowable Costs

(for more information please see instructions)

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- ▶ **SERVICE AWARENESS:** Service awareness that are designed to inform crime victims of specific rights and services and provide or refer them to needed services and assistance. Costs related to activities include the development of materials, brochures, newspaper notices, social media, websites, and public service announcements.

VOCA Administrative Costs

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(for more information please see instructions)

- ▶ Not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided
- ▶ Sub-recipient and UOVC must agree that:
 - ▶ Direct services to crime victims cannot be offered without support for these expenses
 - ▶ Sub-recipient has not other source of support
 - ▶ Only limited amounts of VOCA funds will be used for these purposes

VOCA Administrative Costs

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(for more information please see instructions)

- ▶ **Personnel costs:** costs directly related to providing direct services such as staff salaries and fringe benefits
- ▶ **Skills training for staff:** to be used exclusively for developing skills of direct service providers so that they are better able to offer quality services to crime victims
- ▶ **Training related travel:** travel, meals, lodging, and registration fees to attend training; sub grantees are strongly encouraged to look at training opportunities within the state before considering out-of-state travel
- ▶ **Office costs:** must be necessary and essential for providing direct services

VOCA Administrative Costs

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(for more information please see instructions)

- ▶ **Equipment and furniture:** must help facilitate the delivery of victim services and be prorated
- ▶ **Operating costs:** supplies, equipment use fees, printing, photocopying, postage
- ▶ **Administrative time:** time spent performing activities such as collecting and maintaining crime victims' records, completing timesheets, and conducting victim satisfaction surveys
- ▶ **Maintenance, repair, or replacement of essential items:** see instructions
- ▶ **Project Evaluation:** funds may be used to support evaluation of specific victim service projects

VOCA Administrative Costs- Indirect Costs

(for more information please see instructions)

- ▶ VOCA funds may be used to support indirect costs which are defined as “those cost incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project.”
- ▶ Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%.
- ▶ The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: *utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs.*
- ▶ If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.

Other Related Allowable Costs

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(for more information please see instructions)

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 - ▶ Only limited amounts of VOCA funds will be used for these purposes

Other Related Allowable Costs

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(for more information please see instructions)

- ▶ Coordination of activities
- ▶ Supervision of direct services providers
- ▶ Multisystem, interagency, multidisciplinary response to crime victims
- ▶ Contracts for professional services
- ▶ Automated systems and technology
- ▶ Volunteer trainings

Non-Allowable Costs

(for more information please see instructions)

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- ▶ Lobbying and administrative advocacy
- ▶ Perpetrator rehabilitation and counseling
- ▶ Research and studies
- ▶ Criminal justice system improvement
- ▶ Fundraising activities
- ▶ Capital expenses and/or improvements

Non-Allowable Costs

(for more information please see instructions)

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- ▶ Compensation for victims of crime
- ▶ Most medical costs
- ▶ Salaries and expense of management
- ▶ The cost of sending individual crime victims to conferences
- ▶ Funding other organizations
- ▶ Purchasing vehicles
- ▶ Activities exclusively related to crime prevention

BUDGET-WHAT'S NEW

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- ▶ Emergency Funds-\$10,000 per year per agency
 - ▶ Must have a written policy on how funds are spent, tracked, and disbursed. If using gift cards, your policy needs to address how you will buy, track, and disburse
- ▶ Match Documentation-Must be submitted quarterly with reimbursement requests
- ▶ Agency must attach their travel policy, which must include rates for mileage, per diem, and hotel. If your agency doesn't have a policy than you can follow the state travel guide.
 - ▶ If your agency uses GSA as their policy it is allowable, but it must be for all employees.
- ▶ Need to do a budget for year 1 and year 2 and a budget justification for each year
- ▶ In the personnel categories, all employees must be listed by the name of the employee and not by the position
- ▶ If you are a new agency, you need to upload your W-9
- ▶ We have a revised ledger now and will have a new version for the new fiscal year

BUDGET-Personnel & Fringe


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- ▶ Personnel must be the name of employee and not just positions and any name change throughout the award needs to be changed in an amendment (NEW)
- ▶ Overtime and On-call pay are allowable, but need to be on their own budget line and justified (NEW)
- ▶ You must bill your hours correctly and cannot go over the hours in your application per year
- ▶ Pay out of Vacation when an employee leaves, is allowable, but must be billed to indirect costs only
- ▶ Every VOCA funded employee needs to have a time sheet showing the number of VOCA hours worked every pay period
- ▶ Your fringe percentage rate needs to be in line with your contract, but can fluctuate with each billing as long as you don't exceed your total awarded amount
- ▶ You can combine Fringe categories all onto one budget line, but specify which categories are included

BUDGET-Travel

50

- ▶ Mileage rate needs to match your agency policy or follow the state travel guide. State mileage rate is 0.54 for personal vehicle and 0.38 for agency vehicle
- ▶ Travel expenses include such expenses as mileage, airfare, rental car, etc
- ▶ Airfare and rental car should look similar to the image below

TRAVEL					
<div>Quick Search </div>					
Travel Destination	Purpose	Total Miles (round trip)	TravelMileRate	Travel Cost	Type
		0	\$0.00	\$0.00	Federal
		0	\$0.00	\$0.00	Federal
		0	\$0.00	\$0.00	Federal
National Conference	flight	2	\$500.00	\$1,000.00	Federal

BUDGET-Equipment

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- ▶ You do not receive indirect costs on equipment.
- ▶ You should only put items in the equipment category for single items that have a value of \$5,000 or more
- ▶ Equipment needs to be prorated to the usage applicable to VOCA
 - ▶ VOCA cannot support the entire cost of an item if it is not used exclusively for victim-related activities.
- ▶ The equipment you are requesting should improve your ability to provide direct services and/or improve efficiency.
- ▶ If you want to ask for prorated rent it needs to go in the equipment category, but you cannot ask for rent if you are asking for indirect costs.

BUDGET-Supplies

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- ▶ Itemize your supplies into categories and each item does not need it's own line item
- ▶ Supplies should be requested to benefit your VOCA program and not your entire agency
- ▶ Supplies need to be prorated. In the system you will need to manually put in your prorated total.

▶ Example:

Item Description	Quantity	Unit Price	Cost	Type
Volunteer BCI (Backgroun...	34	\$37.00	\$1,258.00	Federal
Staff & Intern BCI	6.51	\$37.00	\$240.87	Federal
Supplies (Group Supplies, ...	1	\$2,007.59	\$2,007.59	Federal
Victim Care Kits	100	\$25.00	\$2,500.00	In-Kind
Outpatient Licensing	3	\$195.00	\$585.00	Cash
Crisis Hot Line	0.65	\$5,063.74	\$3,291.43	Cash
Koda Therapy Dog	0.86	\$5,307.64	\$4,564.57	Cash

BUDGET-Contracted Fees

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- ▶ Contracted fees for professionals should not exceed \$81.25/hour or \$650/day, however if your contracted professional's rate exceeds those amounts it can be overridden with fair market value documentation and justification
- ▶ Contracted fees can be used for legal assistance, clinical assistance, translation/interpreting assistance, and/or forensic nurses for SANE exams
- ▶ If you have a question on what can go under contracted fees, you can ask your grant analyst

BUDGET-Training

54

- ▶ One national training per person per year is allowed as long as the subject of the training improves your ability to provide direct services
- ▶ You can put in a place holder for a training if you are not sure which training you are attending, but you need submit an amendment prior to attending the training to receive approval for that specific training
- ▶ Expenses allowed for training are registration, per diem and hotel
- ▶ Your agency must attach their travel policy, which must include rates for mileage, per diem, and hotel. If your agency doesn't have a policy than you can follow the state travel guide. (NEW)
 - ▶ If your agency uses GSA as their policy it is allowable, but it must be for all employees not just VOCA funded staff

BUDGET-Training Continued

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- ▶ If you are requesting a training outside of UOVC's sponsored training, include a description of what that training is about
- ▶ Please do not use acronyms for trainings excluding SWAVO
- ▶ For SWAVO you will want to include a full day of per diem for food because it will no longer be provided
- ▶ Per diem is allowable for your travel days as long as it is applicable to getting to the training and not for personal use. You should prorate the per diem to include only the meals while travel. See state travel guide for time breakdowns

BUDGET-Other

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- ▶ Emergency Funds-\$10,000 per year per agency (NEW)
 - ▶ You must have a policy specifically on how gift cards, vouchers, bus passes, etc will be purchased, tracked, and disbursed. (NEW)
 - ▶ You may not reallocate emergency funds to another category.
 - ▶ Emergency Funds must follow all federal VOCA specific rules in the aforementioned sections.
- ▶ If you have a federal negotiated rate for indirect costs for specific categories, you need to put your indirect costs in this category instead.

BUDGET-Indirect Costs

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- ▶ VOCA funds may be used to support indirect costs which are defined as “those cost incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project.”
- ▶ Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. If your federally negotiated rate only includes specific categories, you cannot additionally take the 10% on the other categories.
- ▶ The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs.
- ▶ If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.

BUDGET-Match

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- ▶ You need to add your in-kind and/or cash match to each budget category that is applicable
- ▶ Your total match should be 25% of your VOCA requested funds,
 - ▶ Example: If you ask for \$100,000 you must have \$25,000 in match
- ▶ Match documentation (NEW)
 - ▶ You need to submit documentation that supports your match with each reimbursement requests
 - ▶ Such as time sheets for employees that are used as matched, volunteer log sheets, for building space costs-rental agreement or deed to the building showing the value, etc
- ▶ REMINDER: You need to make sure that your match is VOCA allowable
- ▶ REMINDER: You cannot use federal funds for a match
- ▶ REMINDER: You cannot duplicate match on any of your agency's grants

SUPPLANTING

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- ▶ DO NOT SUPPLANT... which means if your agency is funding something already with other monetary resources than VOCA cannot fund it
- ▶ If your agency is going to reallocate funds than you need to show proof of either decreased funding, backfilling the position, and sufficient justification for the need to reallocate
- ▶ Bottom line, VOCA cannot fund something your agency is already funding

Questions???

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- ▶ How to login to and maneuver in the Grants Management System
- ▶ Question and Answer

MAY the ODDS
»»» BE EVER «««
IN your FAVOR